



The City of Torrance is hiring for

Permit Technician II

**\$26.14-\$29.99/hour
(Reissue)**

The City of Torrance is seeking an experienced Permit Technician II to join the Community Development Department. The Permit Technician II performs advanced technical work in the review, processing, and issuance of a variety of permits such as building, development and zoning, and business license information. The successful incumbent is a self-motivated individual who is easily able to shift priorities throughout the day. Additionally, customer service skills are paramount as this position requires a significant amount of public contact.

Minimum Qualifications

Any combination of education/experience that would be equivalent to:

Education: Graduation from high school or possession of a GED Certificate and completion of at least six courses from a vocational school or college related to this field such as Public Works Inspection, Computer-Aided Architectural Drafting, Principles of Engineering Technology, Blueprint Reading, the Uniform Building Code, and Bookkeeping and Accounting is required;

Experience: Three (3) years of recent, paid, progressively responsible work experience in a private or public agency involved in regulatory functions, permit processing, or a closely related field which has included heavy public contact; and

License: A valid California Class C Driver's License and Certification as a Permit Technician from the International Code Council (ICC).

Ideal Candidate

In addition to the Minimum Qualifications the ideal candidate will demonstrate:

- Exceptional customer service skills;
- Good interpersonal skills;
- A high degree of initiative;
- Technical experience with building codes, regulations, and laws;
- Excellent leadership abilities;
- The ability to work independently and shift priorities as needed;
- Great computer skills;
- Resourcefulness & reliability; and
- The ability to work in a fast paced environment.

How to Apply

Interested candidates must submit an online application at www.TorranceCA.Gov/Jobs/.

The application filing period begins **Monday, November 23, 2015 at 7:30 a.m.** and closes **Monday, February 1, 2016 at 5:30 p.m.** Only those candidates who are best qualified will be invited to participate in the examination process. This will consist of the following:

Written Test - weighted 50%

Oral Interview - weighted 50%

Test dates are to be determined. Please visit our webpage under Recruitment Status for updates and current information.

Please direct questions regarding this position to Felipe Segovia, Building Regulations Manager at FSegovia@TorranceCA.Gov.



@TorranceJobs



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Benefits

- **9/80 work schedule.**
- Paid vacation and sick leave.
- Excellent Health, Dental & Vision plans, and Life Insurance.
- Tuition Reimbursement Program.
- Thirteen paid holidays.
- Interest-free computer loan program
- Flexible spending which provides tax-free options for medical, dental and child care expenses.
- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% at 62 retirement plan which is funded through contribution from both employer and employee.
- Deferred Compensation Plan
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.

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Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

The City of Torrance Conflict of Interest Code requires that employees in this classification file an annual Financial Disclosure Statement. Information about this requirement may be obtained from the City Clerk's office.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.



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